**HATHERSAGE PARISH COUNCIL**

**COMMITTEE TERMS OF REFERENCE**



***Recreation Committee***

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| **Version** | **Status** | **Date** |
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| 01 | **Approved** | July 2015 |
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| **Reviewed** | **Date** | **Next review** |
| 01 | 28/05/2019 | 2021 |
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HATHERSAGE PARISH COUNCIL

RECREATION COMMITTEE

**TERMS of REFERENCE**

1 **Committee**

1.1 The Committee will consist of five Hathersage Parish Councillors. The Chair and Deputy Chair of HPC are ex-officio members of all HPC Committees.

1.2 The Committee has the power to co-opt specialists from outside bodies as it sees fit.

* 1. The quorum is three of the Hathersage Parish Council members.
  2. The Committee should after the start of the Council year appoint its Chairman and Vice Chairman from the HPC members.
  3. In the case of a matter being put to the vote, only the HPC members have the right to vote.

# 2 Meetings

2.1 Meetings will normally be held on the third Tuesday of the months as and when required. Any HPC member may instruct the Clerk to call a meeting.

2.2 Notice of meetings must be given in accordance with current regulations for Parish Councils.

2.3 Time shall be set aside at the beginning of all meetings for members of the public to address the meeting.

2.4 All meetings to be minuted, the minutes to be approved by the Committee at their next meeting.

3 **Terms of Reference**

3.1 The acts and proceedings of the Committee shall be submitted to Hathersage Parish Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee’s minutes to the Parish Council. The Parish Council may note a minute to be “not received” as a mark of disapproval of the Committee’s action; otherwise the Parish Council is deemed to have approved the Committee’s actions.

3.2 All powers listed in this document are delegated to the Committee except where there is a requirement to submit a recommendation to the Parish Council. All delegated powers shall in any event be subject to the condition that either a major departure in policy or principle or any major formation of new policy or principle which would affect the use of the Parish Council’s resources or conflict with the provisions of the Parish Council’s policy plan shall be submitted to the Parish Council. In all cases the Committee, when exercising its delegated powers, shall act in accordance with standing orders and financial regulations and shall give effect to any resolution of the Parish Council upon matters of policy and principle. In case of doubt or difficulty the Committee shall submit the matter concerned to the Parish Council for approval.

3.3 In addition to any matters which are specifically delegated from time to time to the Committee there shall be delegated, subject to any statutory requirement, scheme or order, the following powers:-

* + 1. To authorise any urgent steps to be taken to defend any proceedings instituted against the Parish Council in any court or tribunal including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable; and
    2. To appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.

4 **Delegated Powers**

4.1 To be responsible for the operation of the Recreation facilities with the exception of the Swimming Pool.

4.2 In exercising this responsibility the Committee specifically has the following powers:-

4.2.1 To incur expenditure in the normal course of operations to the extent that such expenditure is included in the Parish Council’s budget.

4.2.2 To incur expenditure in excess of the Parish Council’s budget when such expenditure is necessary to protect the Parish Council’s assets, to ensure the safety of the general public or to enable the facilities to remain open.

4.3 In exercising this responsibility the Committee does not have the following powers:-

4.3.1 To incur individual items of expenditure in excess of £1,000.

4.3.2 To change charges agreed by Hathersage Parish Council for admission to its facilities.

**History of changes**

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| **Version** | **Date** | **Change detail** |
| 01 | 28/05/2019 | The ToR were reviewed by the Rec Committee with no amendments deemed to be required. |
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